

MEMORANDUM FOR: Deputy Director for Plans

SUBJECT : DDP Records Management Program

1. The Records Administration Staff has recently completed a series of reviews of the Agency's Records Management Program. I think you will be interested in the attached Report on the Status of the program in your directorate.

2. The report indicates some significant accomplishments, particularly in the elimination of "bootleg" forms by the Central Cover Staff; the improvement of the Information Report forms, and the use of space saving filing equipment by RID, TSD and Central Cover Staff. In addition, the Report includes several suggestions for program improvement which you ^{may} want to consider.

3. The Chief, Records Administration Staff will be glad to discuss this Report with members of your Staff and is available to assist you in any way he can.

R. L. Bannerman
Deputy Director
for Support

Att

Distribution:

- Orig & 1 - Adse w/O of att
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DDS/RAS/ (20 September 1966)

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CENTRAL INTELLIGENCE AGENCY OFFICIAL ROUTING SLIP					
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1	Chief, Support Services Staff				
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ACTION		DIRECT REPLY		PREPARE REPLY	
APPROVAL		DISPATCH		RECOMMENDATION	
COMMENT		FILE		RETURN	
CONCURRENCE		X INFORMATION		SIGNATURE	
Remarks: <div style="border: 1px solid black; height: 15px; width: 100px; margin-bottom: 5px;"></div> <p>1. Here is a Draft of a Report on the Status of the Clandestine Services Records Management Program which has been revised to reflect the suggestions you made in the one transmitted on 20 September. May I have your views before this is finalized?</p> <p>2. Similar reports have been prepared and transmitted to the DDI and the DDS&T. All of these were prepared in accordance with Mr. Bannerman's request after I briefed him on the Agency Records Management Program last February.</p> <div style="border: 1px solid black; height: 20px; width: 150px; margin: 10px auto;"></div> <p style="text-align: center;">Chief, Records Management Branch</p>					
FOLD HERE TO RETURN TO SENDER					
FROM: NAME, ADDRESS AND PHONE NO.				DATE	
702 Magazine				10 Oct '66	

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11/16- [redacted] called ofind
out what happened to DDA report.
I suggested he call [redacted] &
advised [redacted]

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CENTRAL INTELLIGENCE AGENCY OFFICIAL ROUTING SLIP			
TO	NAME AND ADDRESS	DATE	INITIALS
1	Chief, Support Systems Staff		
2	Executive Officer to the DDS		
3	Deputy Director for Support		
4			
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6			
ACTION		DIRECT REPLY	PREPARE REPLY
APPROVAL		DISPATCH	RECOMMENDATION
COMMENT		FILE	RETURN
CONCURRENCE		INFORMATION	X SIGNATURE
Remarks: Attached is a memorandum for the signature of the DDS transmitting a Report on the Status of the DDP Records Management Program to the Deputy Director for Plans.			
RETURN TO SENDER			DATE 20 Sep 66

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9/26/66 - Discussed suggested revisions
with [redacted]
10/10/66. Sent in new Draft for OK. -

TRANSMITTAL SLIP		DATE
TO: Chief, Records Administration Staff		
ROOM NO. 702	BUILDING Magazine	
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1 FEB 53

REPLACES FORM 36-8
WHICH MAY BE USED.

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